

Metropolitan Local Human Rights Committee
Virginia Home for Boys and Girls
8716 W. Broad St.
Richmond, Va. 23294

Quarterly Meeting – Group A
January 10, 2012 – 1:00 P.M.
Minutes

PRESENT:

LHRC:

Dawn Wadiak, Chair

Barry Vasser, Vice Chair

Jennifer Huffman, Secretary

Edward Gerhard

Others:

Michael Curseen, Regional Advocate

Providers:

PRESENT:

Tonya Blaine, A Fresh Approach;

Katie Garnett, All Family Matters;

Muhammad Alamin, Committed Counseling Program;

Troy Thorne, Commonwealth Clinical and Consulting Services;

Ginny Travis, Jen Jones, District 19 CSB;

Byron Porcher, Family AriZen

ABSENT:

Families In Care Intervention Services

Independent Capacity Systems

J & G House of Beginnings

1. Call to Order

The meeting was called to order at 1:05 PM.

2. Introductions

Metropolitan LHRC Committee members and providers introduced themselves.

3. Approval of Minutes for November 8, 2011

Motion was made by Jennifer Huffman to accept the minutes of the November 8, 2011 LHRC meeting with the following change:

Under #5, “Treasurer’s Report”: Tonya Blaine of A Fresh Approach Youth Services will not be responsible for recording Group A minutes for the 1/10/12, 5/8/12, and 9/11/12 LHRC meetings. Ginny Travis of District 19 CSB will record

the minutes for the 1/10/12 meeting. Other providers will record minutes for the 5/8/12 and 9/11/12 meetings.

The motion to accept the minutes with the noted change was seconded by Barry Vasser. Motion passed unanimously.

4. Public Comments – No public comments.

5. Provider Treasurer's Report

Tonya Blaine reported that the balance on hand as of December 31, 2011 was \$4,703.80. There were no deposits and no withdrawals.

Barry Vasser made a motion to accept the Treasurer's Report. The motion was seconded by Jennifer Huffman. Motion passed unanimously.

Old Business:

A. LHRC Follow-up (deferred from September 13, 2011 and November 8, 2011 meetings) regarding submission of corrections to Human Rights Policies and Procedures / Patient Handbook by J & G House of Beginnings

Recommendation was made at November 8, 2011 meeting for citation of 12VAC35-115-250 to Office of Licensing to be submitted.

No changes at this time.

B. LHRC Follow-up RE: Missing / Incomplete Quarterly Reports for Periods June 29 – September 30, 2011

1. **Achieving Family Services** – report still missing.
2. **Families In Care Intervention Services** – report still missing.
3. **J & G House of Beginnings, LLC** – report still missing.

Recommendation for citation to Office of Licensing has been submitted.

C. LHRC follow-up of requested changes to Quarterly Reports for period covering June 29, 2011 – September 30, 2011

1. **All Family Matters** - Received required documentation..
2. **M.I.N.K.S.** – On page 3, requested that the report indicate how allegations are identified, reported and addressed as a policy and procedure for all clients, not just for the client specified in the quarterly report.
Status: This provider belongs to Group B. Documentation has not been received to date.
3. **Omega II Therapeutic Afterschool, Inc.** - Received required documentation.

4. Stepping Stones Towards the Future – Need to indicate Quarter 3 on report.

Status: Documentation not received to date.

Motion made by Barry Vasser to recommend licensure citation for M.I.N.K.S. and Stepping Stones Towards the Future for noncompliance with 12VAC35-115-250. Seconded by Jennifer Huffman. Motion passed unanimously.

New Business:

I. Request for Affiliation (New)

River Services, Inc., for the provision of Mental Health Support Services in Richmond, VA, by Haneef Muhammad.

Action: To be placed on agenda for discussion at a later date.

II. Request for Affiliation (Program Expansion)

Youth Builders Adult Services, waiver group home, by Reginal Goodwin.

Motion made by Barry Vasser to request copy of written procedures describing overnight protocols (frequency of staff checks, what they will look for, time log verification, signature) to be sent to Mr. Curseen and Ms. Wadiak by February 10, 2012. Motion made to approve the request for affiliation. Motions were seconded by Jennifer Huffman. Motions passed unanimously.

III. Discontinuation of Affiliation

Achieving Family Services
First Home.

Action: none.

IV. Metropolitan LHRC Meeting Dates and Reporting Requirements

Ms. Wadiak discussed her memo to affiliate providers dated December 27, 2011, regarding “*Revised Metropolitan LHRC Meeting Dates and Reporting Months.*”

Ms. Wadiak stressed that Question 1 must be fully explained as referenced in her memo. With regard to Question 4, the SHRC is considering merging LHRC’s that do not have the required code-mandated committee membership. Ms. Wadiak also advises that when providers meet with staff, they keep LHRC membership on the agenda.

V. LHRC Provider Attendance Requirement

Ms. Wadiak discussed her memo to affiliate providers dated November 8, 2011, regarding “*LHRC Provider Expectations Concerning Attendance Requirement.*”

Ms Wadiak recommends that providers put LHRC meeting dates on their calendars for the entire year, to include a back-up person in the event the designated person is not able to attend.

VI. LHRC Requests for Review of Documentation

Ms. Wadiak discussed her memo to affiliate providers dated December 27, 2011, regarding “*LHRC Provider Expectations Concerning Requests for Written Documentation.*”

It is imperative that providers make every effort to submit all required reports and follow-up documentation in a timely manner. If reports are not in by the due dates established, a recommendation for citation will be made to the licensing office.

VII. Independent Capacity System – Policy review regarding use of cameras in a residential program. Documentation has not been received to date. Provider not present at meeting.

Jennifer Huffman made a motion to request a citation for failure to attend the LHRC meeting and for failing to comply with the Committee’s request to provide documentation regarding use of cameras in a residential program. Motion seconded by Edward Gerhard. Motion passed unanimously.

Clarification provided by LHRC regarding cameras: Cameras are considered to be intrusive devices. They are permitted in public areas (i.e., dayroom, living room) but not private areas (i.e., bedroom, bathroom.) Cameras may not be used for staff monitoring. Written procedures for the use of cameras must be developed.

VIII. Quarterly Report for Period October 1, 2011 – December 31, 2011

****Providers are reminded that “Name of Provider LHRC Liaison” (page 1 of report form) refers to provider staff who attends the LHRC meetings.****

1. A Fresh Approach Youth Services

Question regarding new policies. Motion made by Barry Vasser that provider submit clarification on policy amendments to Mr. Curseen and Ms. Wadiak within the next 5 business days (1/17/12.) Seconded by Jennifer Huffman. Motion approved unanimously.

2. All Family Matters, Inc.

Question on page 2 regarding type of restraint, duration, and documentation of prior de-escalation techniques used. Motion made by Barry Vasser that provider submit clarification on information regarding restraint used to Mr. Curseen and Ms. Wadiak by 1/17/12. Seconded by Jennifer Huffman. Motion approved unanimously.

3. Committed Counseling Program

Pg. 3, question 1 requires specific information concerning how provider will ensure that abuse, neglect and complaints are identified, reported and documented.

Motion made by Barry Vasser that Quarterly Report be resubmitted to Mr. Curseen and Ms. Wadiak by 1/17/12 and that it specify proactive steps to ensure compliance with Human Rights requirements (i.e., ensuring that staff know how to recognize abuse, to whom it should be reported, training, etc.) Seconded by Jennifer Huffman. Motion passed unanimously.

4. Commonwealth Clinical and Consulting Services

Report received.

5. District 19 CSB

Report summarized by Ginny Travis.

Motion made by Jennifer Huffman that provider submit the discharge policy (current or revised, if completed) to Mr. Curseen and Ms. Wadiak by 1/17/12. Seconded by Barry Vasser. Motion passed unanimously.

6. Families In Care Intervention Services

Not present for meeting.

Motion made by Jennifer Huffman that citation be made for failure to attend meeting. Seconded by Barry Vasser. Motion passed unanimously.

Motion made by Barry Vasser that provider submit an amended report addressing Question #1 and containing an explanation of mechanisms provider will utilize to identify, report and document allegations of abuse/neglect and human rights complaints. Seconded by Jennifer Huffman. Motion passed unanimously.

7. Family AriZen

Page 3, Question #1. Need further explanation.

Motion made by Barry Vasser that provider submit additional information by 1/17/12. Seconded by Jennifer Huffman. Motion passed unanimously.

8. Independent Capacity Systems

Not present for meeting.

Motion made by Barry Vasser that licensing citation be made for failure to attend meeting. Seconded by Jennifer Huffman. Motion passed unanimously.

9. J & G House of Beginnings, LLC

Motion made by Barry Vasser for licensing citation for failure to attend meeting and for failure to submit report. Seconded by Edward Gerhard. Motion passed unanimously.

10. Jackson-Field

Report received.

11. M.I.N.K.S. Youth & Family Services

Report received.

12. Omega II Therapeutic Afterschool, Inc.

Report received.

13. Restoring Youth Alternatives

Report received.

14. Saving Lost Souls, Inc.

Report received.

15. Stepping Stones Towards the Future, LLC (Group B)

Page 4 of report – telephone number for Mr. Curseen is incorrect.

Motion made by Jennifer Huffman that report be resubmitted to Mr. Curseen and Ms. Wadiak by 1/17/12 and that it contain the correct number for Mr. Curseen. (888-207-2961.) Seconded by Barry Vasser. Motion passed unanimously.

16. The Center for Counseling and Community Affairs

Report received.

17. The Choice Group

Report received.

18. Virginia Home for Boys and Girls Intensive In-Home

Motion made by Jennifer Huffman that amended report be submitted to Mr. Curseen and Ms. Wadiak by 1/17/12 with information on Question #1 and #4. Seconded by Edward Gerhard. Motion passed unanimously.

19. Wise Enterprises

Report received.

20. Youth Builders, LLC

Motion made by Jennifer Huffman to request supervision documentation checklist to be submitted to Ms Wadiak and Mr. Curseen by 1/17/12.

Motion made by Jennifer Huffman and seconded by Edward Gerhard that all reports not requiring changes/amendments be accepted as standing. Motion passed unanimously.

IX. Human Rights Report

Annual Reports are due January 15, 2012, which is a Sunday. Mr. Curseen advised providers to submit reports by Friday, January 13th via e-mail or fax to ensure that reports are submitted timely. Providers may contact Mr. Curseen if a form for the annual reports is needed.

The SHRC has begun the process of consolidating LHRC's in Region IV for those which do not have 2 consumer representatives. Providers are advised to take seriously the charge to proactively solicit consumers to be on the LHRC's.

X. Secretary's Report

Ms. Huffman reported that of the nine (9) provider agencies, six (6) are present at this meeting. The three absent providers are:

Families In Care Intervention Services
Independent Capacity Systems
J & G House of Beginnings, LLC

Motion was made, seconded, and unanimously approved that these programs be cited for absences.

XI. Next Meeting

The next scheduled meeting for Group A is **May 8, 2012**. Quarterly Reports are due **April 24, 2012**.

XII. Executive Session

The Metropolitan LHRC went into Executive Session to discuss membership applicants Brittney Chadwick and Monique Tinsley.

XIII. Adjournment

Meeting adjourned at 3:35 PM.